Introduction to
MS PowerPoint 2000

Purpose

The purpose of this class is to provide familiarization of MS Power Point in order to build an electronic presentation.

Course Outline

- Introduction to PowerPoint
- Make a presentation with a design template
- PowerPoint common tools
- Modify a template
- Other items (save, print, help)

Learning the Basics...

Intro to PowerPoint

- A multimedia tool used to plan, create, deliver and publish dynamic presentations in an electronic format.
- Part of the Microsoft Office suite
- Used to effectively communicate ideas and information.

Intro to PowerPoint

- **Dynamic and electronic presentations**
  - **Text**
  - **Hypertext**
  - **Graphics**

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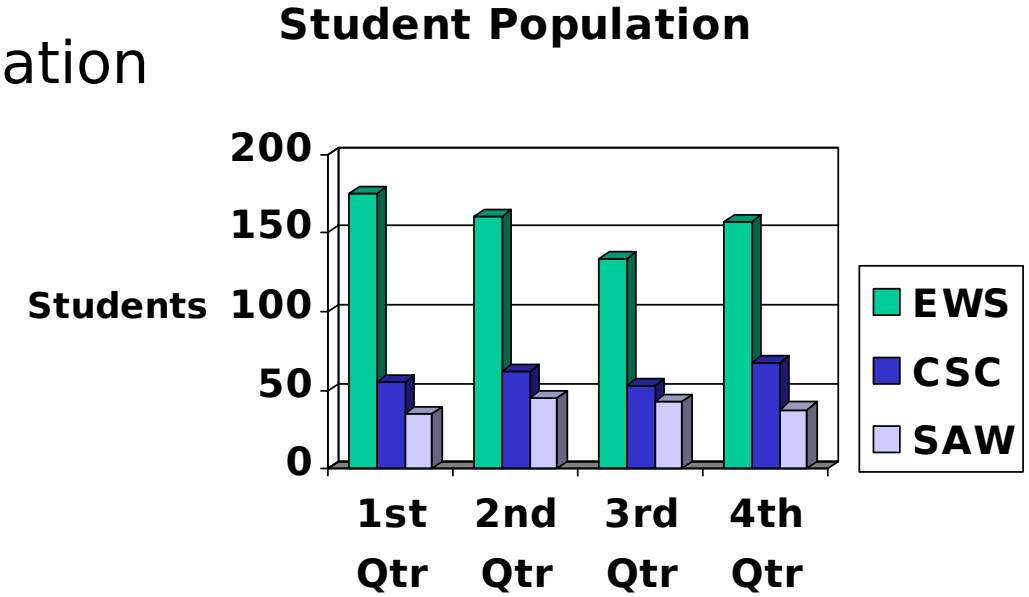
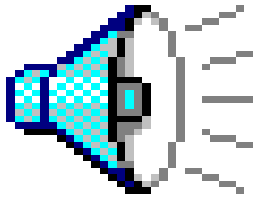
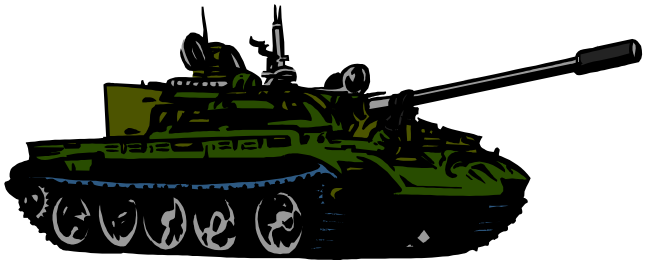
Intro to PowerPoint

- An electronic presentation
  - Animations
  - Graphs/Charts
  - Sound/Video clips

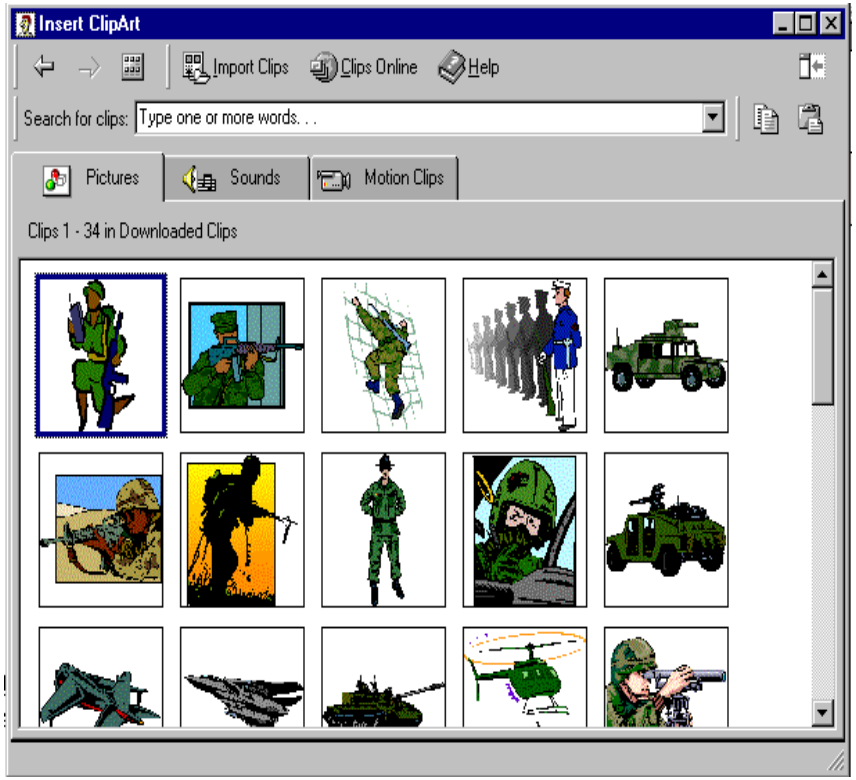






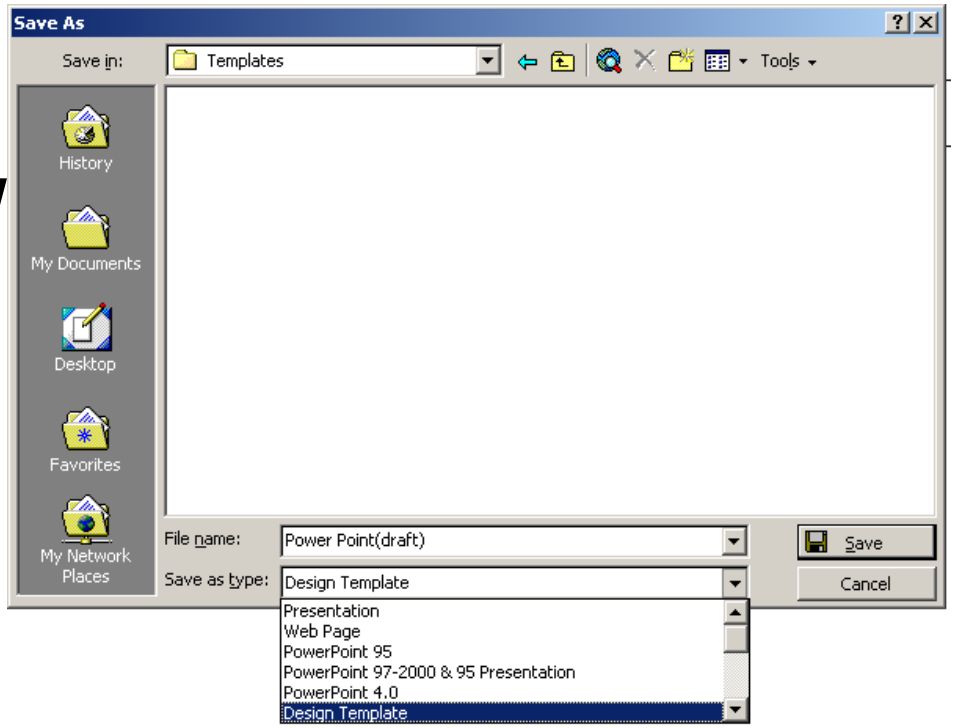
Import Files and Objects

- Clip Art Gallery
- MS Word 2000
- MS Excel 2000
- Legacy Application
- Internet
- Other Applications

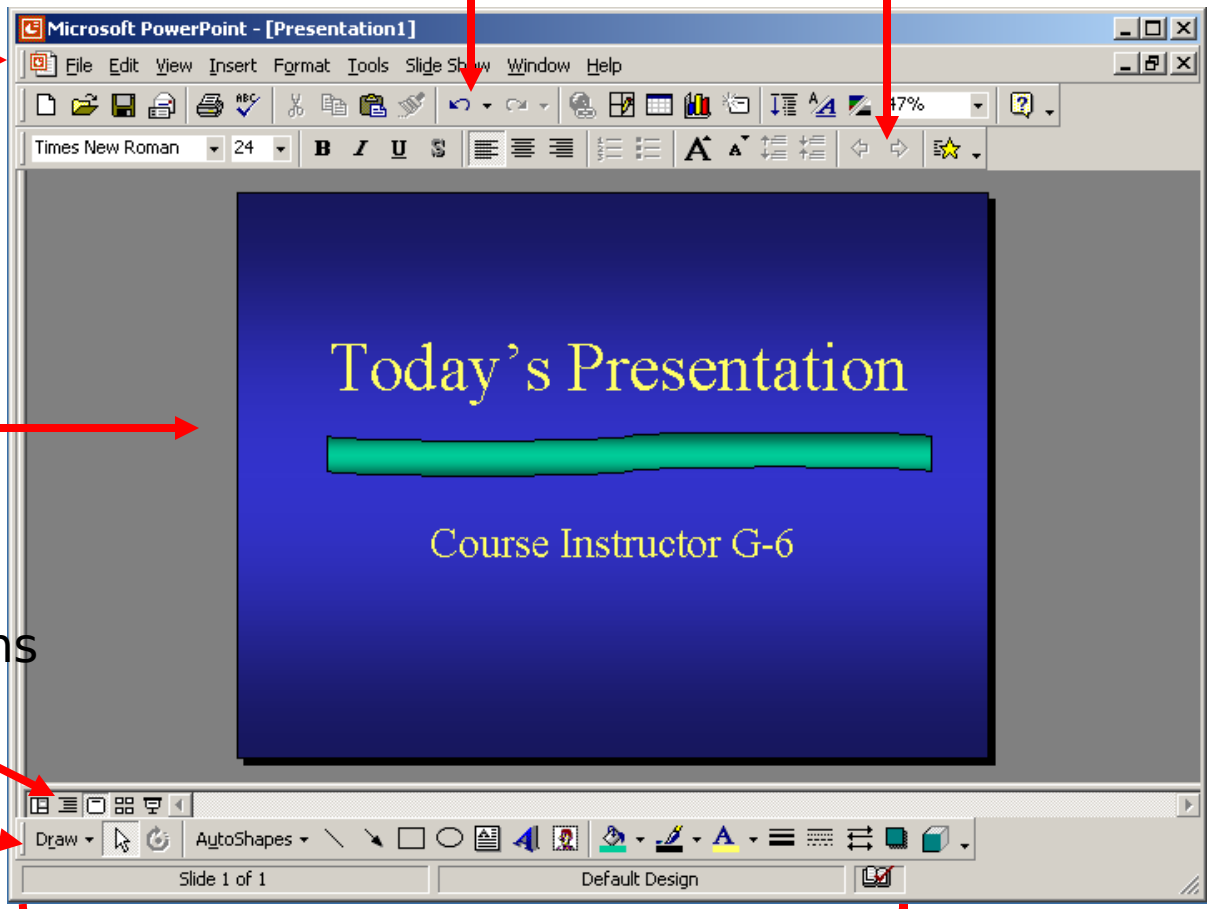


Save Options

- Presentation
- Presentation Show
- Design Template
- Customs Shows
- Web Page
- Other



PowerPoint Window



Creating a Presentation

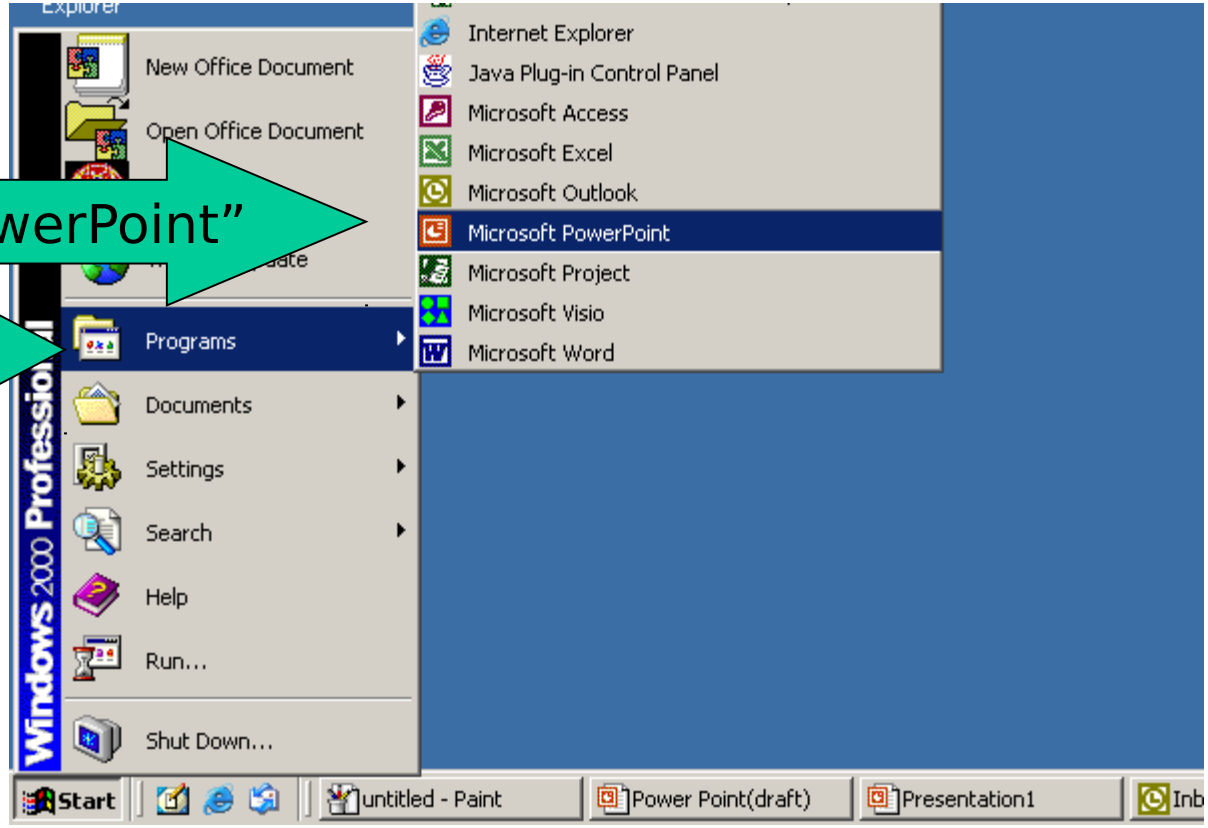
1. Outline (MS Word or MS PowerPoint)
2. Create a background and text boxes
3. Create slides
4. Add additional features to slides*
   - Set up transitions between slides.
   - Set up effects for showing text in a slide.
   - Set up a way of showing a slide show, automatically or manually changing a slide .
5. Save Presentation

Getting Started

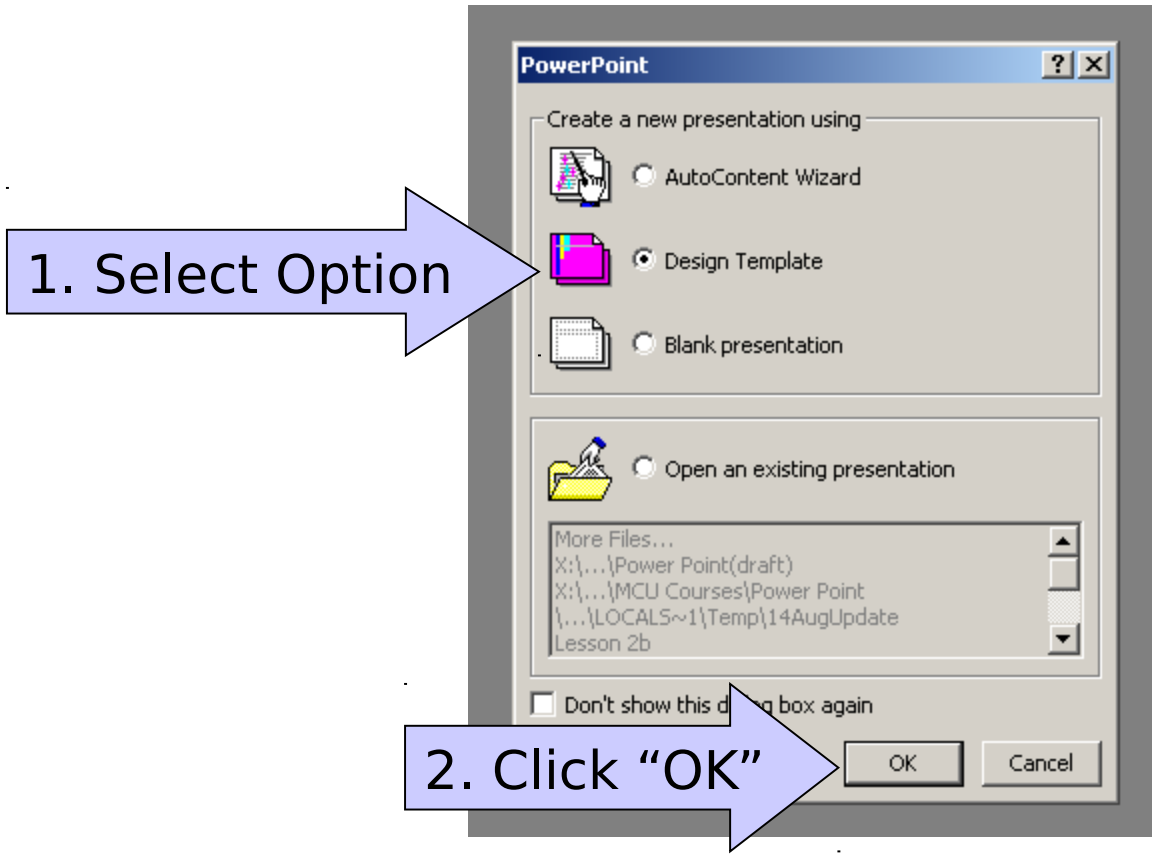
3. Click “MS PowerPoint”

2. Click “Programs”

1. Click “Start”



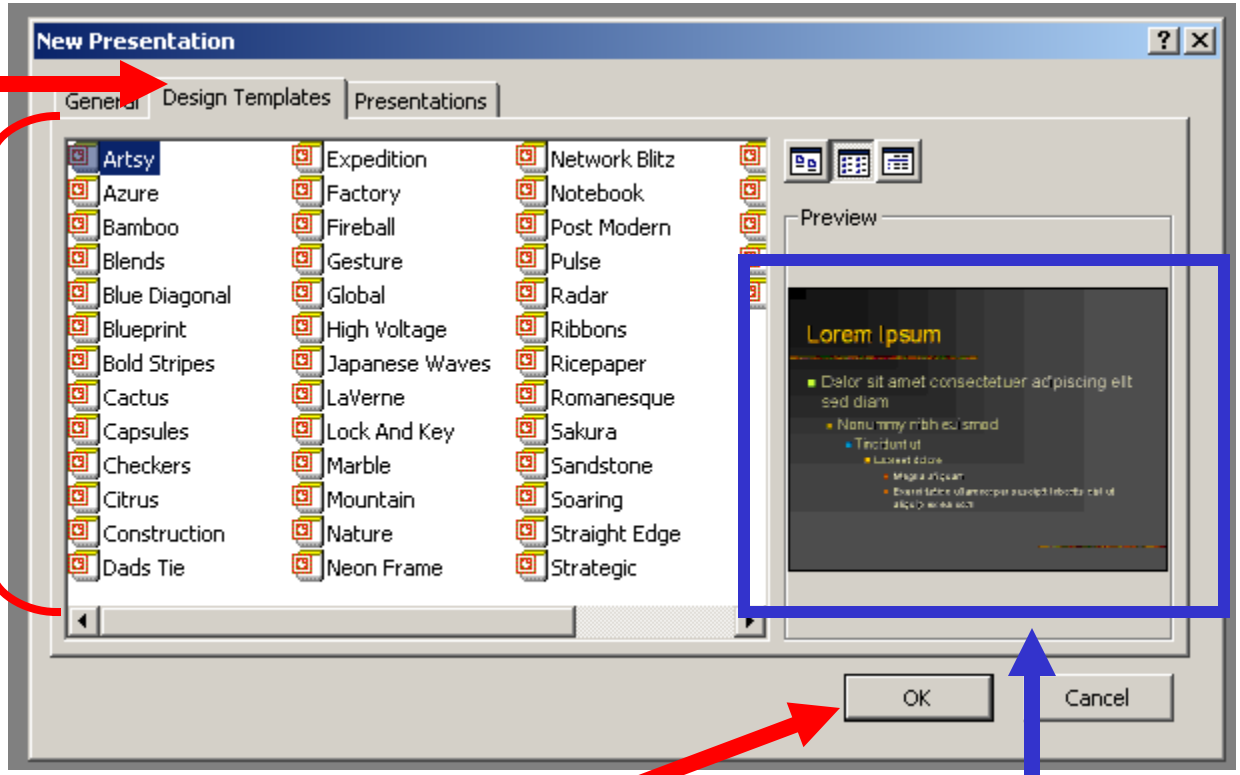
Getting Started (con't)



Getting Started (con't)

1. Select Tab

2. Choose Template



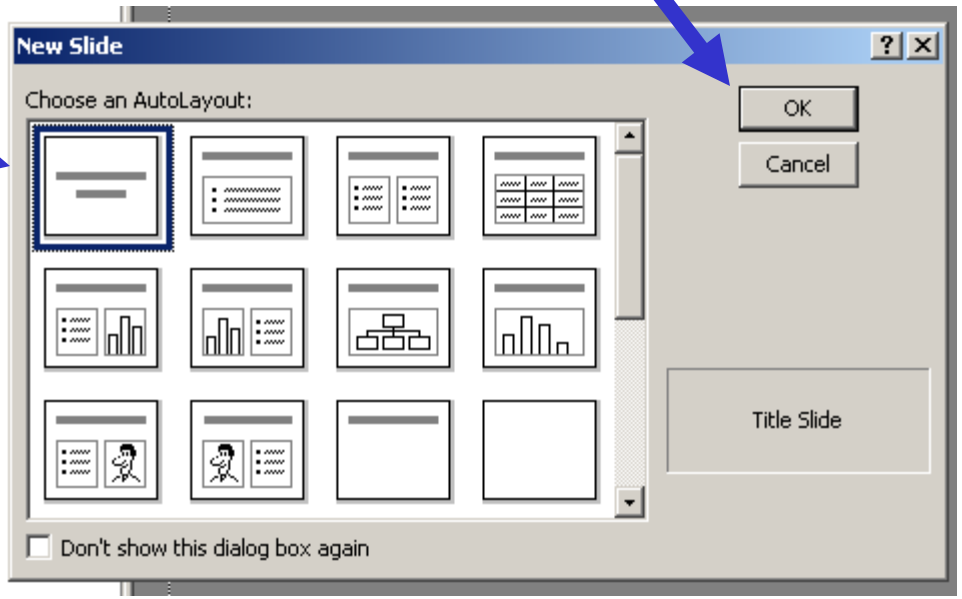
3. Click "OK"

Preview Pane

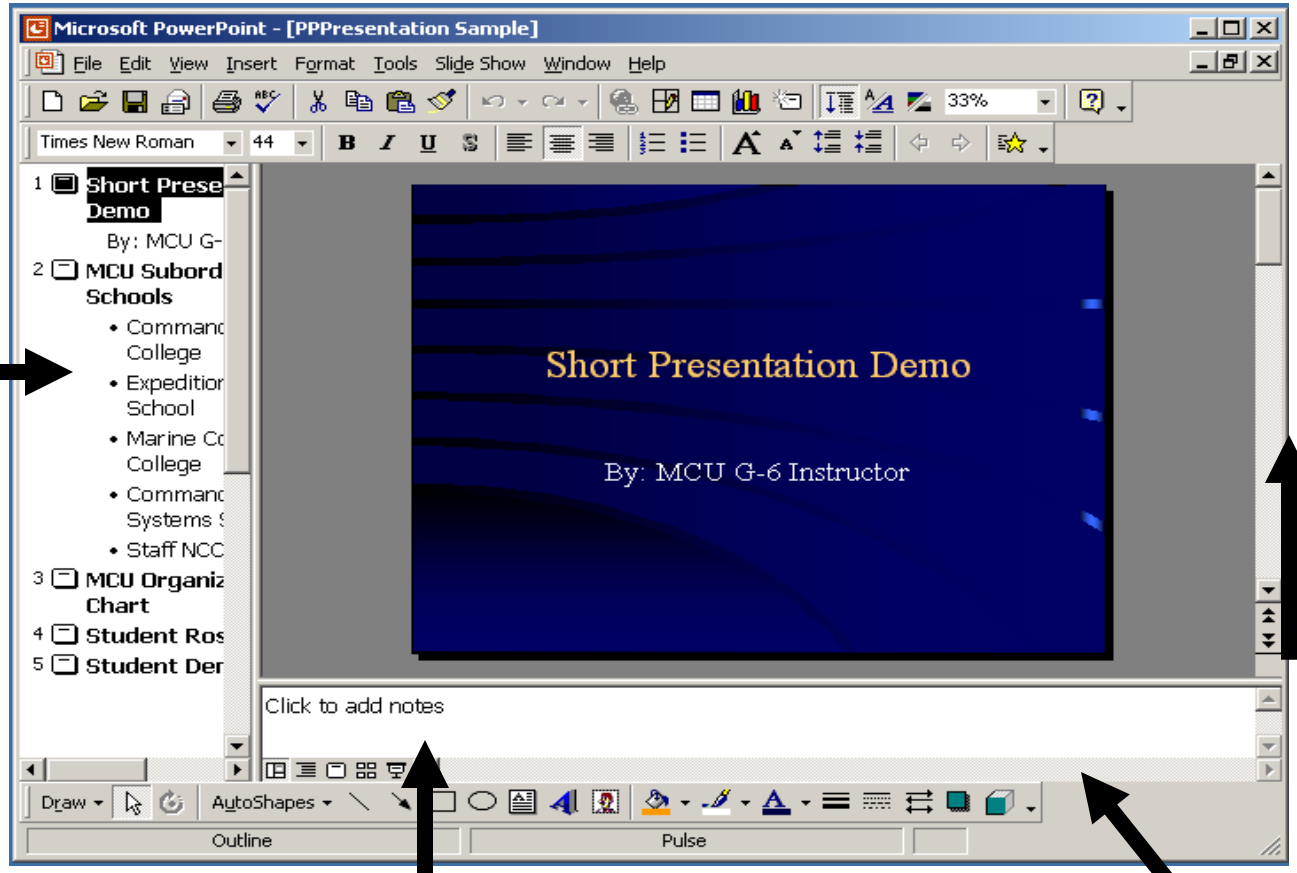
Getting Started (con't)

2. Click "OK"

1. Choose Layout



Getting Started (con't)



Outline Area

Notes Section

Scroll Bar

Setting Toolbars

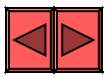
1. View (Drop-down Menu)
2. Toolbars
3. Check *Standard*, *Drawing*, and *Formatting*

These toolbars are commonly used in PowerPoint.

PowerPoint 2000

Working with Text…

- Placeholders
- Textbox
- Editing
- Formatting
- Bullets



Adding Text

Text Placeholder

1. Click in Placeholder
2. Add text

Textbox

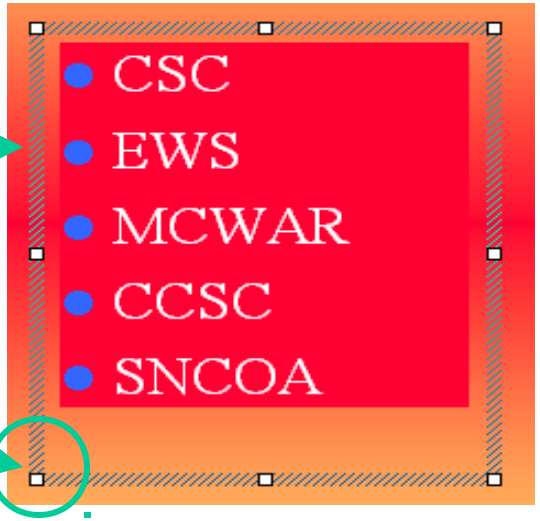
1. Click on Drawing toolbar
2. Click on presentation window
3. Input text

Both can be moved around by simply clicking and dragging their bor

Modifying Text

- Highlight the text
- Use formatting tools to make changes on font style and size, text alignment.

- Move the text box by dragging the border
- Resize the text box by dragging the corner square
  - Resizing the text box may change the size automatically.



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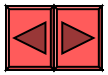
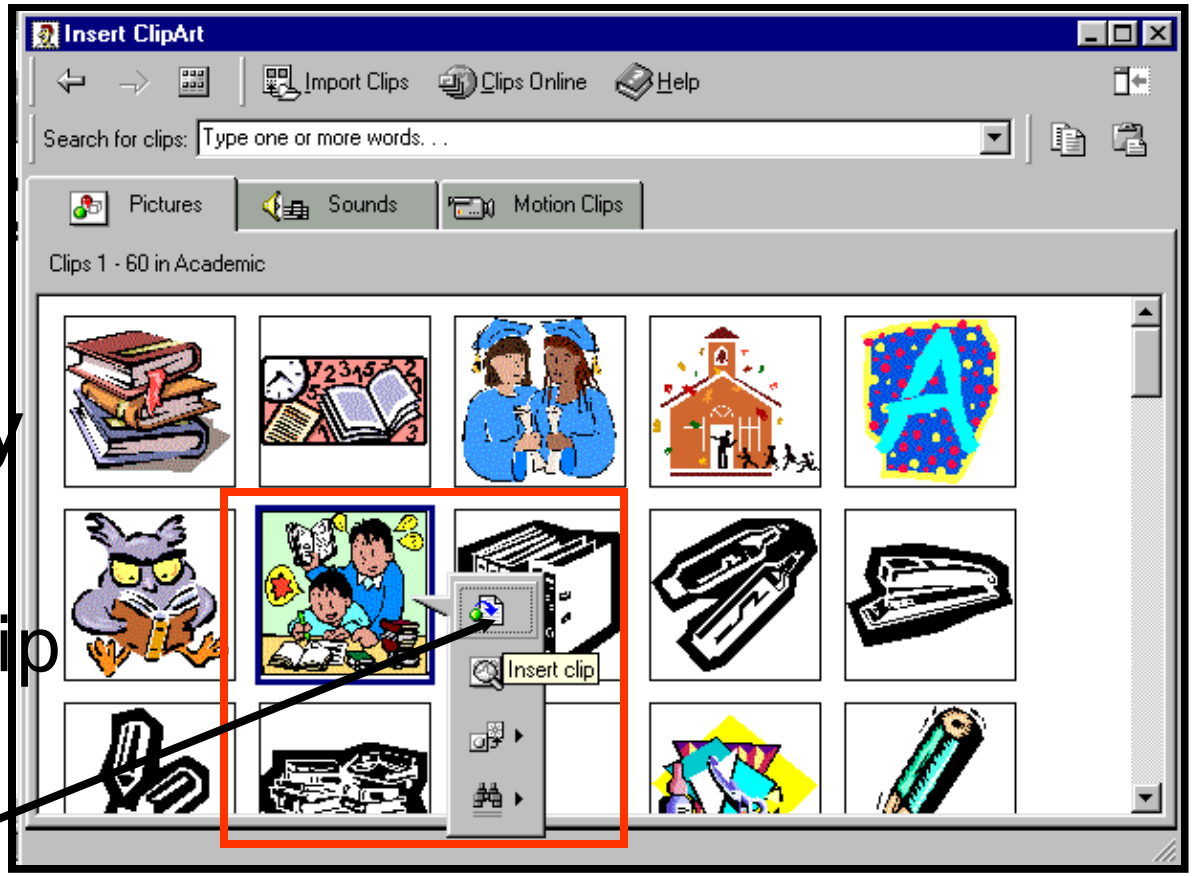
Working with Objects…

- Graphics
- Pictures
- Sound
- Video
- Text
- Shapes



Inserting Objects

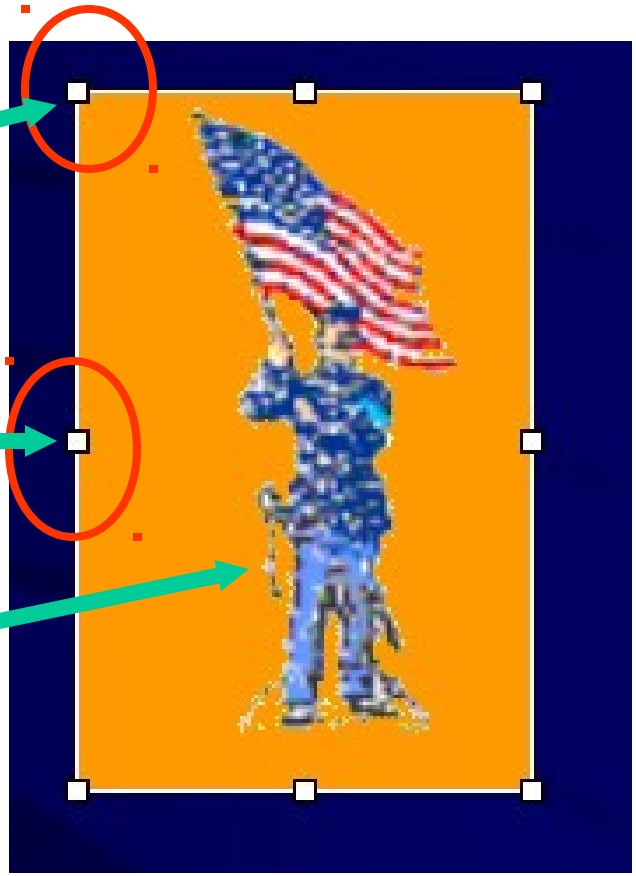
1. Insert (Menu)
2. Picture
3. Clip Art
4. Select category
5. Select clip art
6. Select insert clip



Click button to insert clip.

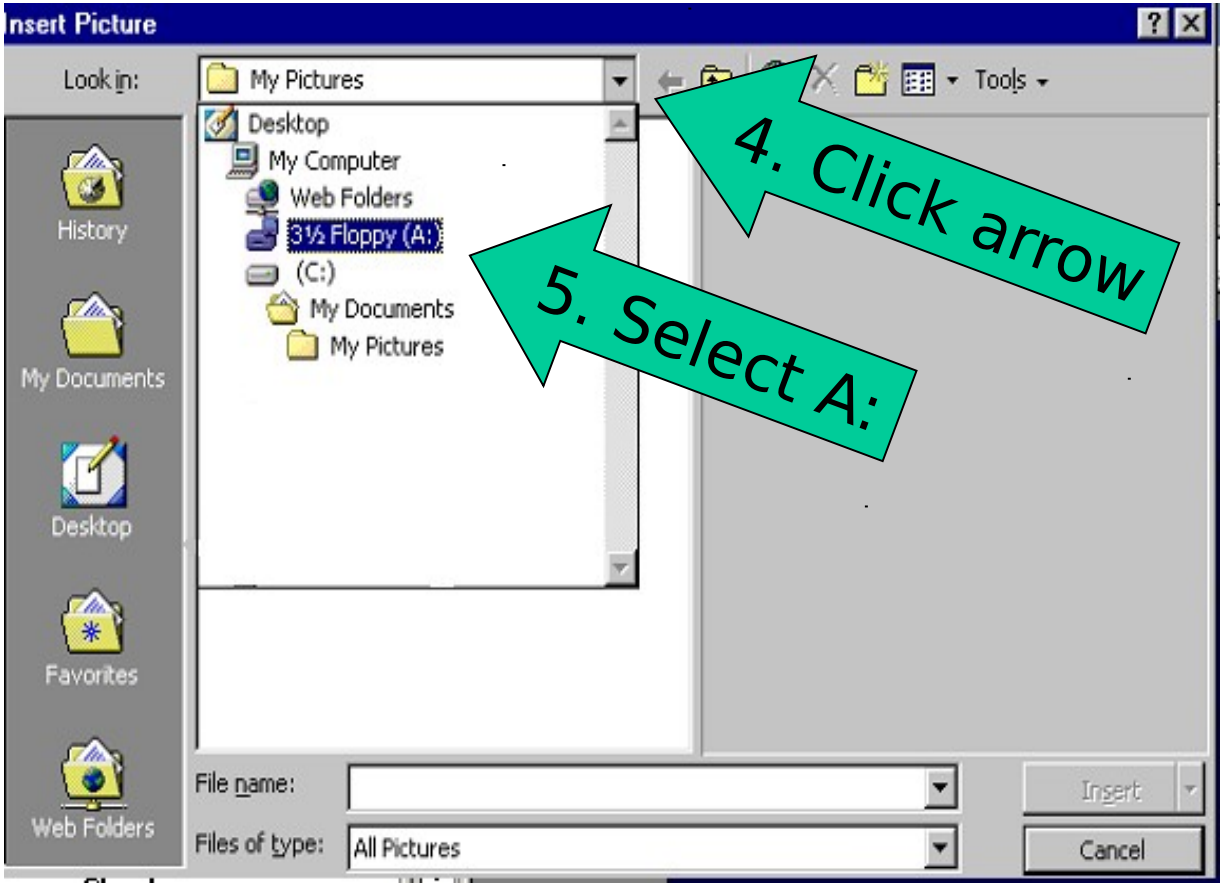
Resize and Move a Graphic

- Drag the corner square to change the size proportionally
- Drag the middle square to change the size on one dimension
- Point the graphic and drag it to move it around

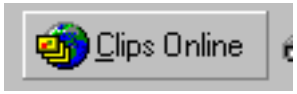


Inserting Graphics from Disk

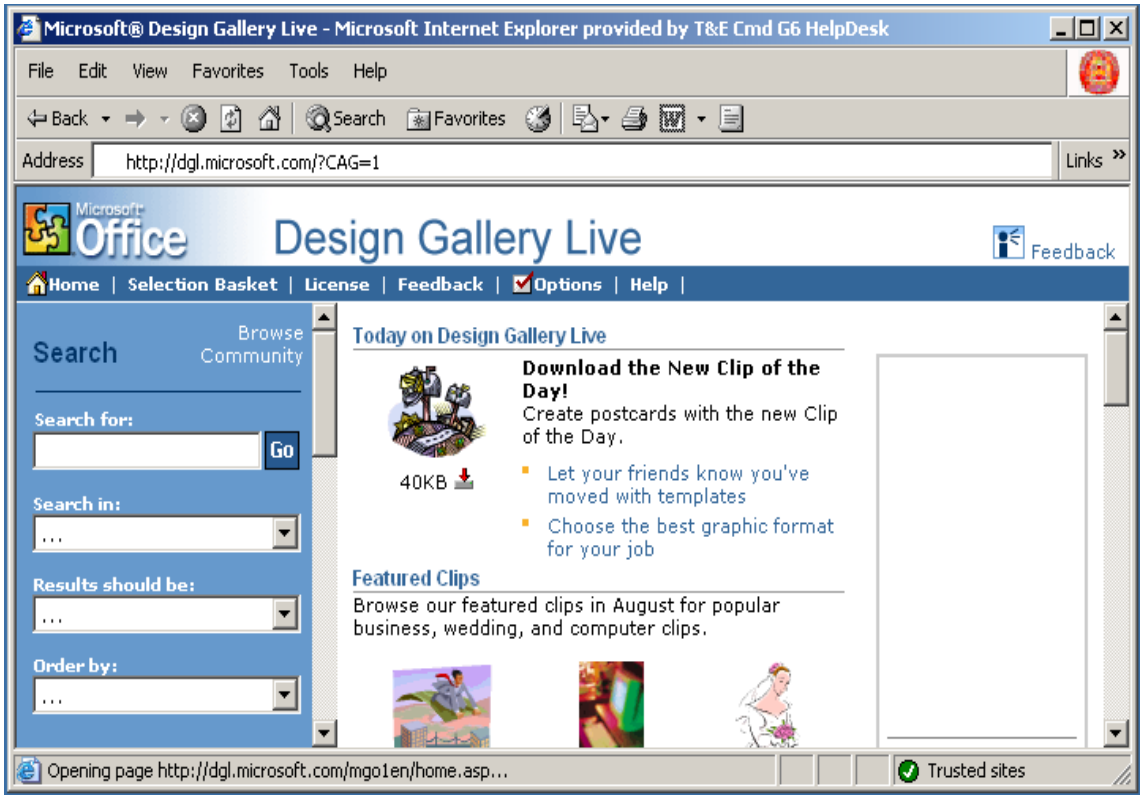
1. Insert
2. Picture
3. From File
4. Drop Down
5. Select A:
6. Search File



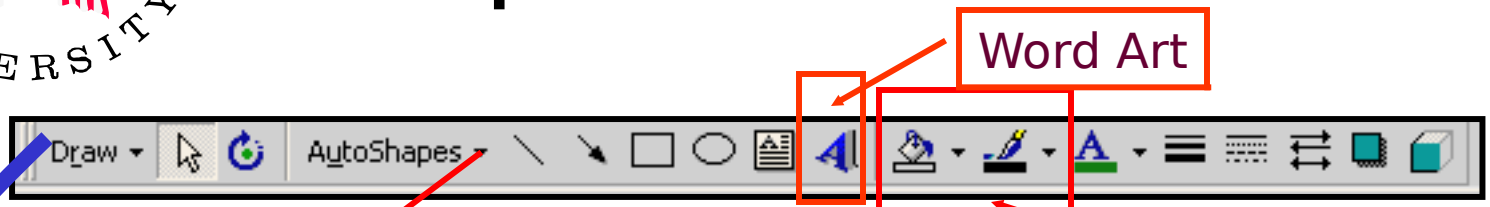
Inserting Clip On-line

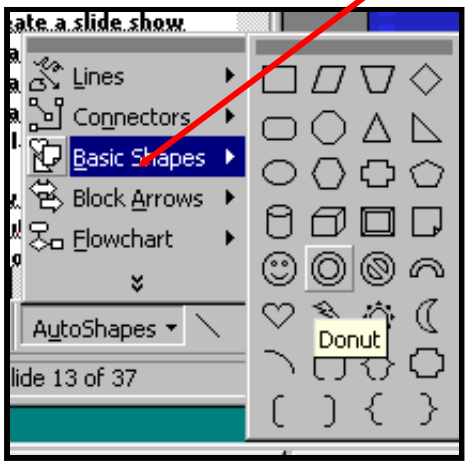
1. Insert
2. Picture
3. Clip Art
4. Select 

5. Click Browse link
6. Select a category
7. Click “Go”
8. Choose Clip


Microsoft® Design Gallery Live - Microsoft Internet Explorer provided by T&E Cmd G6 HelpDesk
File Edit View Favorites Tools Help
Back Search Favorites
Address http://dgl.microsoft.com/?CAG=1
Links
Microsoft Office
Design Gallery Live
Feedback
Home | Selection Basket | License | Feedback | Options | Help |
Search
Browse Community
Search for:
Go
Search in:
Results should be:
Order by:
Today on Design Gallery Live
Download the New Clip of the Day!
Create postcards with the new Clip of the Day.
40KB
Let your friends know you've moved with templates
Choose the best graphic format for your job
Featured Clips
Browse our featured clips in August for popular business, wedding, and computer clips.
Opening page http://dgl.microsoft.com/mgo1en/home.asp...
Trusted sites

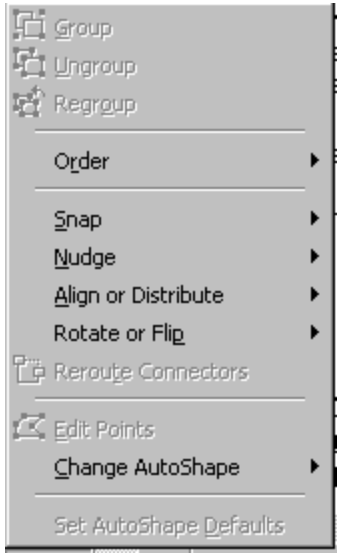
Shapes, Lines, WordArt





Draw a shape and fill colors with

- Draw Menu



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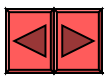
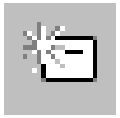
Working with Slides…

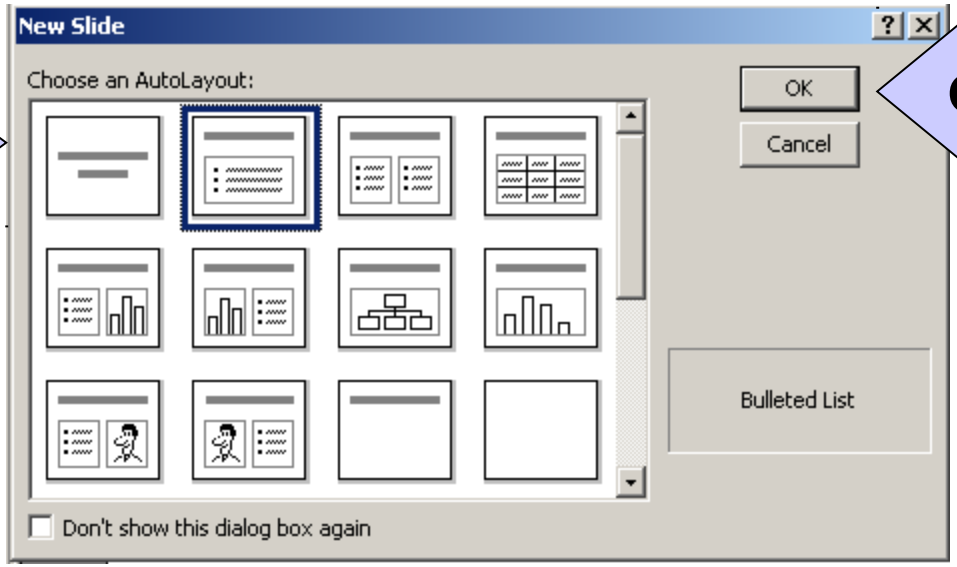
- Copying
- Adding
- Deleting
- Transitions



Adding/Deleting Slides

1. **Click**  **on toolbar**
2. **Choose Slide Layout**
3. **Click “OK”**

Select Layout



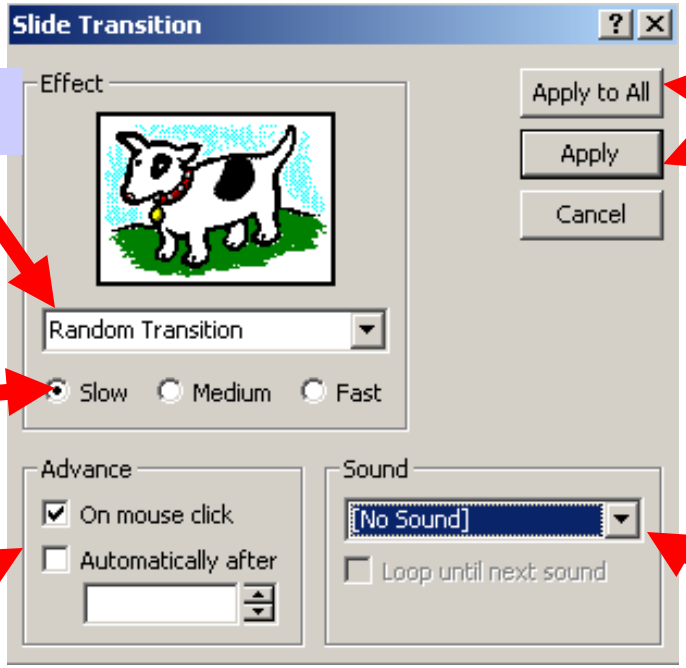
Click “OK”

To **DELETE** slide, click on slide, Edit > Delete Sli

Slide Transition

1. Slide Show
2. Slide Transition

Allows customizations of slide changes



Select transition type

Apply to current or all slides

Transition Speed

When to effect

Sound options

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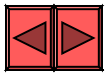
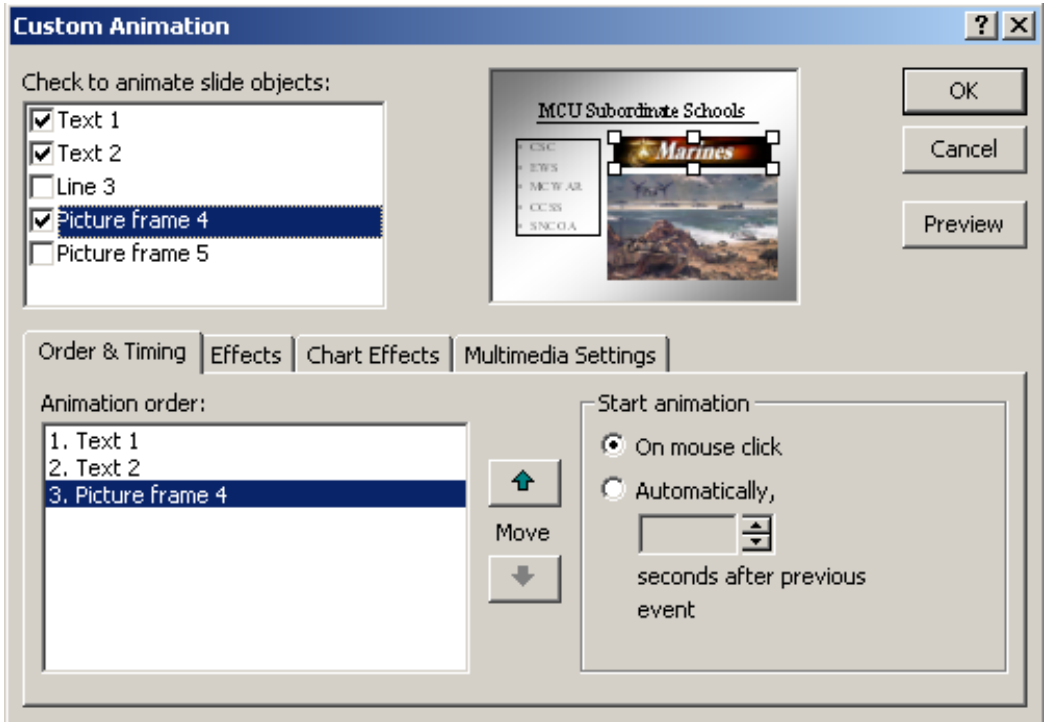
Working with Animation…

- Creating
- Ordering
- Timing



Animation

1. On current screen
2. Slide Show (Menu)
3. Custom Animation...

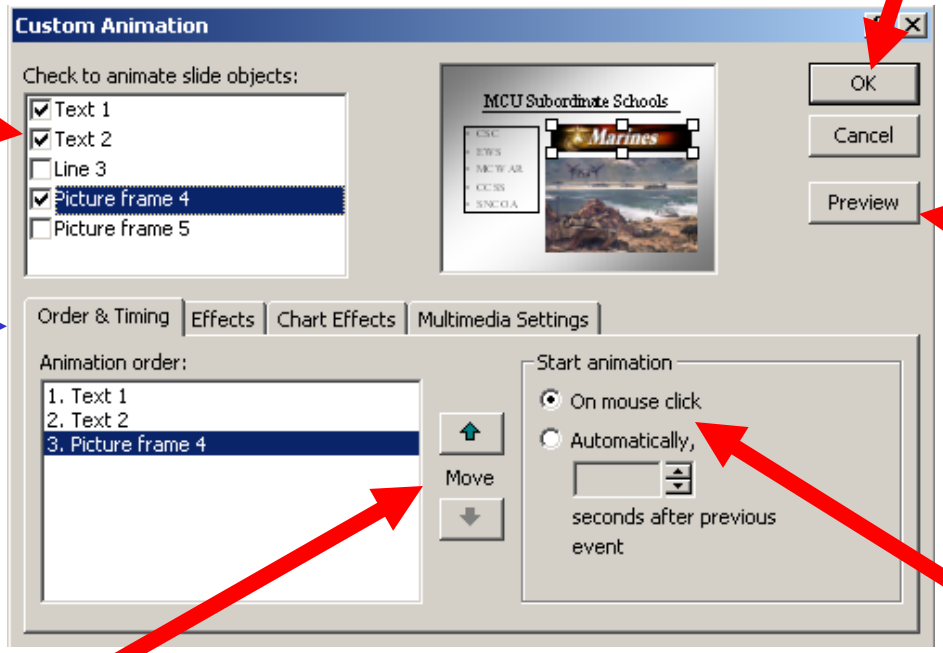


Animation (con't)

Order & Timing tab

Click "OK" to apply

Select objects to animate



Click to preview animation

Determine order of animation

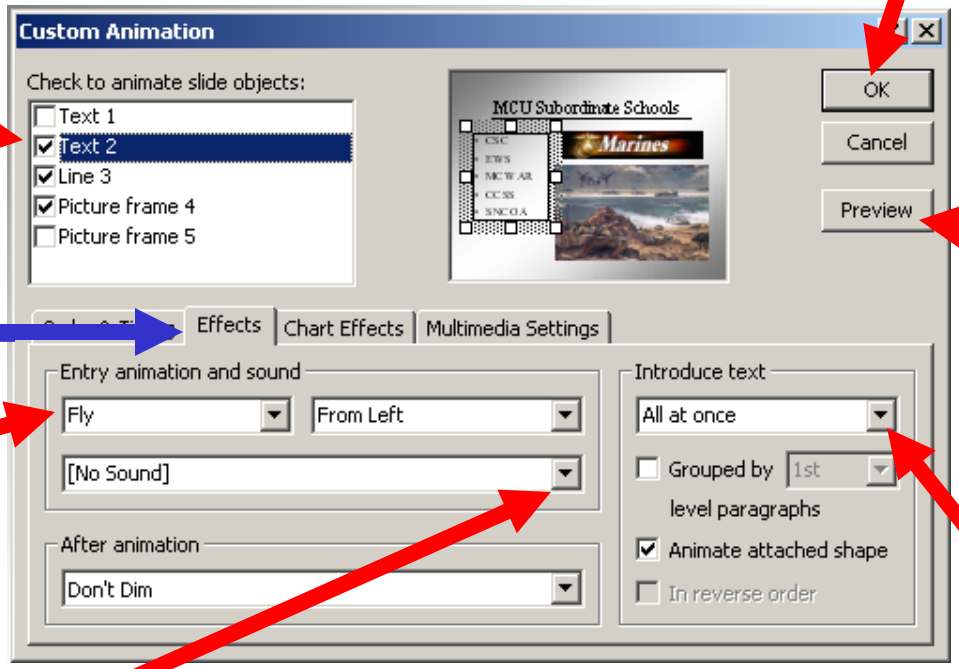
When to execute

Animation (con't)

Effects tab

Select objects to animate

Click "OK" to apply



Click to preview animation

Select type

Sound feature option

When to execute

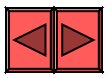
Quick Review

Topics Covered…

- Creating presentation with design template
- Inserting, editing, formatting text
- Adding and manipulating objects
- Creating and transitioning slides
- Using animation

Next…

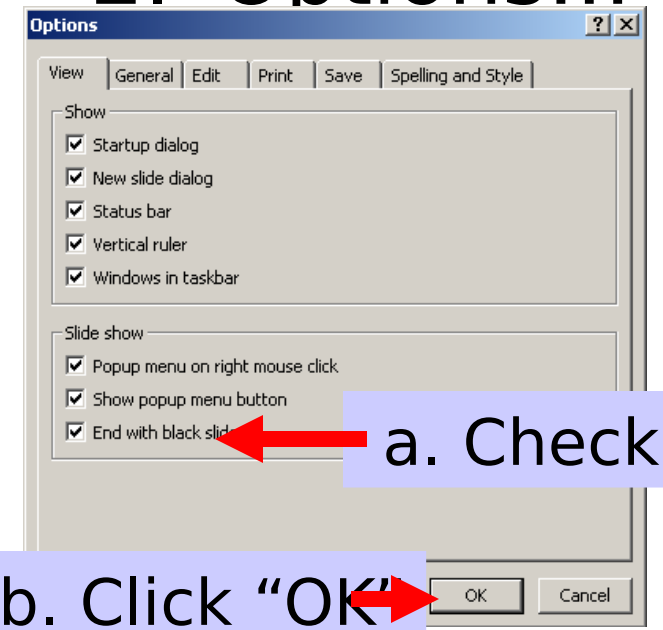
- Ending with a black screen
- Modifying a design template
- Showing a presentation
- Printing and Working with Notes



Ending with a Black Screen

Preferred way of ending a presentation

1. Tools
2. Options…

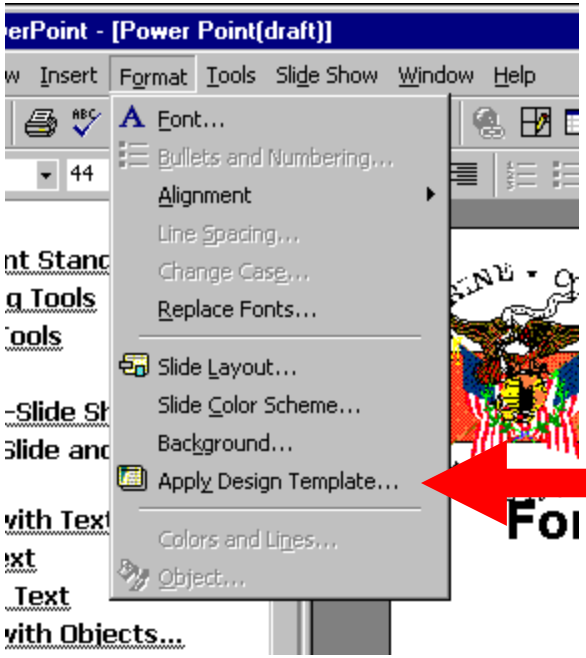


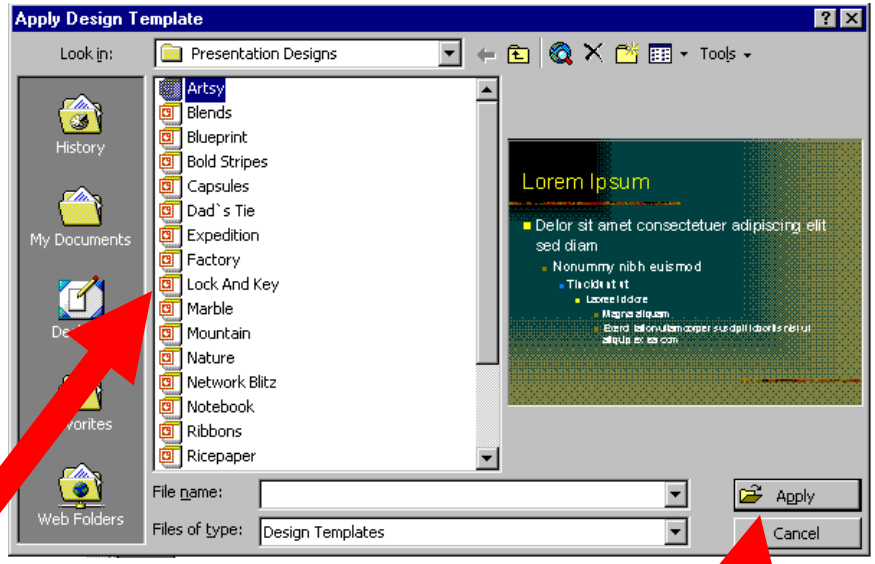
a. Check box

b. Click “OK”

Change a Template

Format > Apply Design Template > Select > Apply

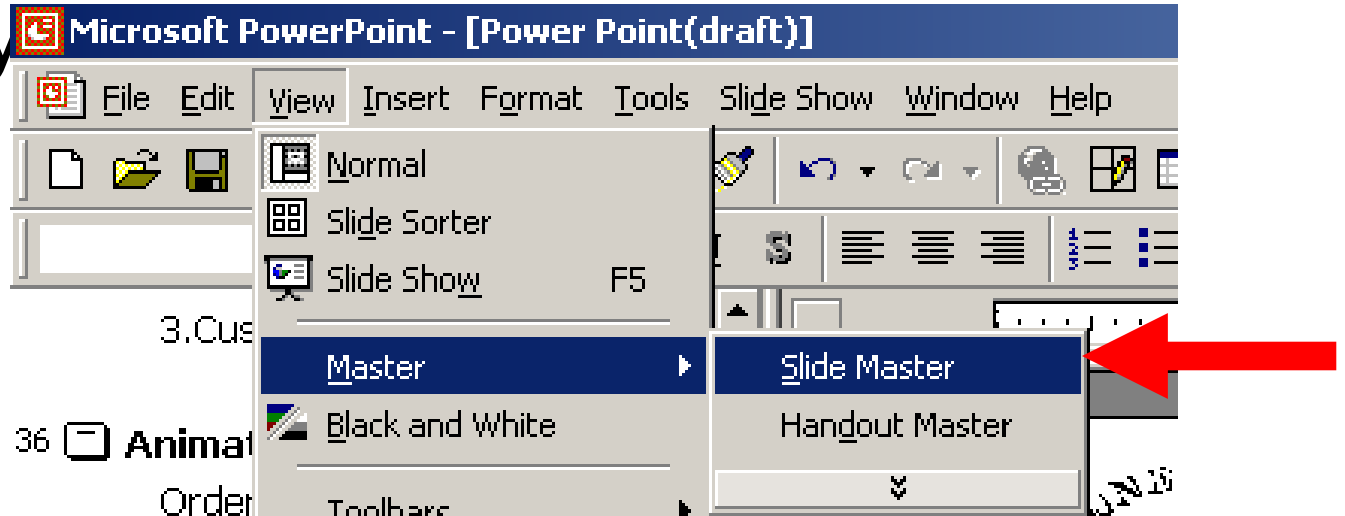




Design template is applied to all slides.

Modify a Template

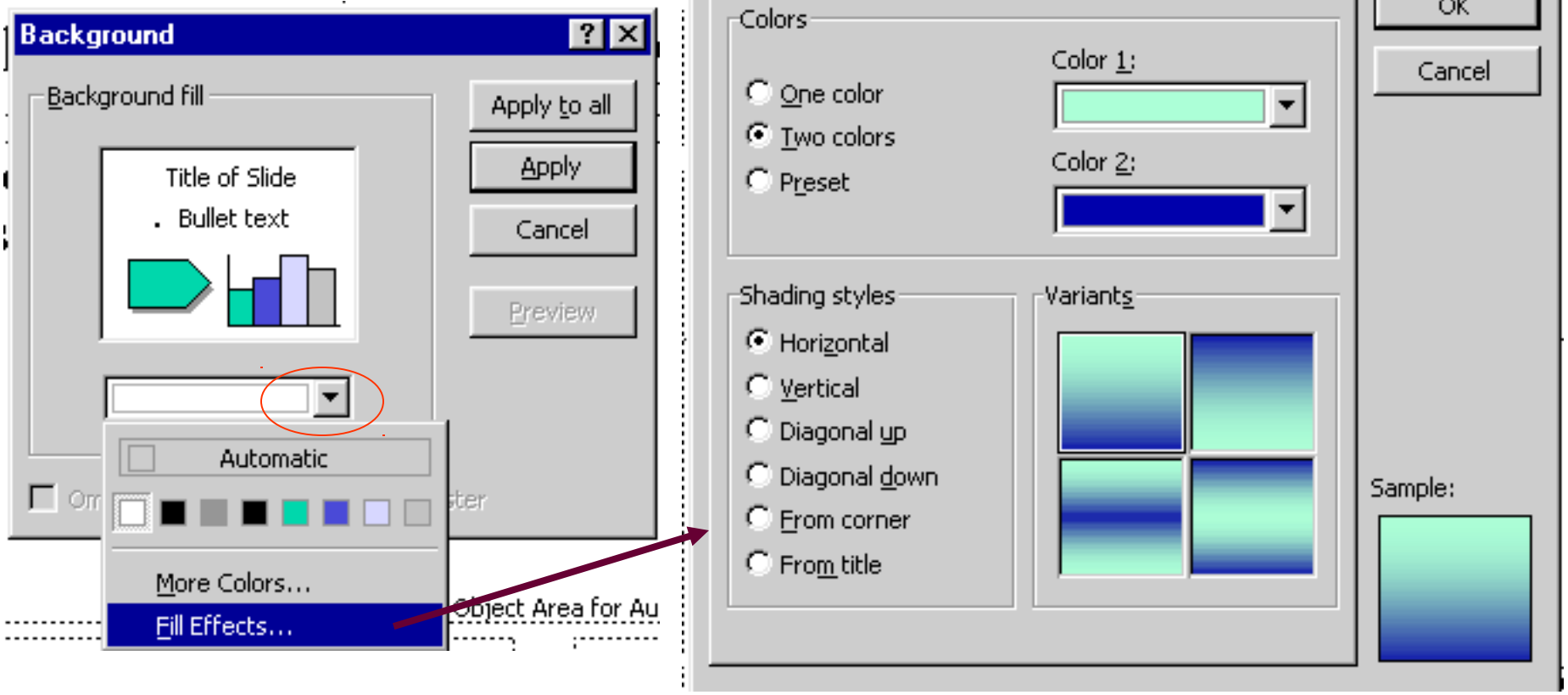
- View-Master-Slide Master
  - You are in the slide template view, when you make any changes in this view, all the slides will be changed.
  - Like working on a slide, you may insert a graphic, change text color, sty



A Template View

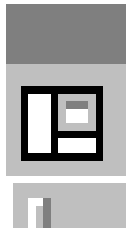
Changes to master slide affects all slides throughout presentation.

Format-Background



Return to Normal View

- Go back to normal view by clicking
- In the normal view, you can type text, add graphics and create new slides



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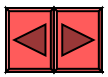
Working with the Slide Show…

- Showing
- Drawing
- Slide Control Tools



Show a Presentation

Common ways of showing presentations

1. Manually (mouse-clicking)
2. Automatically
   a. Apply timing to slide transitions
   b. Using Rehearse Timings
   c. PowerPoint Show (.pps)

Setting-up show

1. Click on slide one in O ne window
2. Click on “Slide Show” ( )view from View Mode Buttons

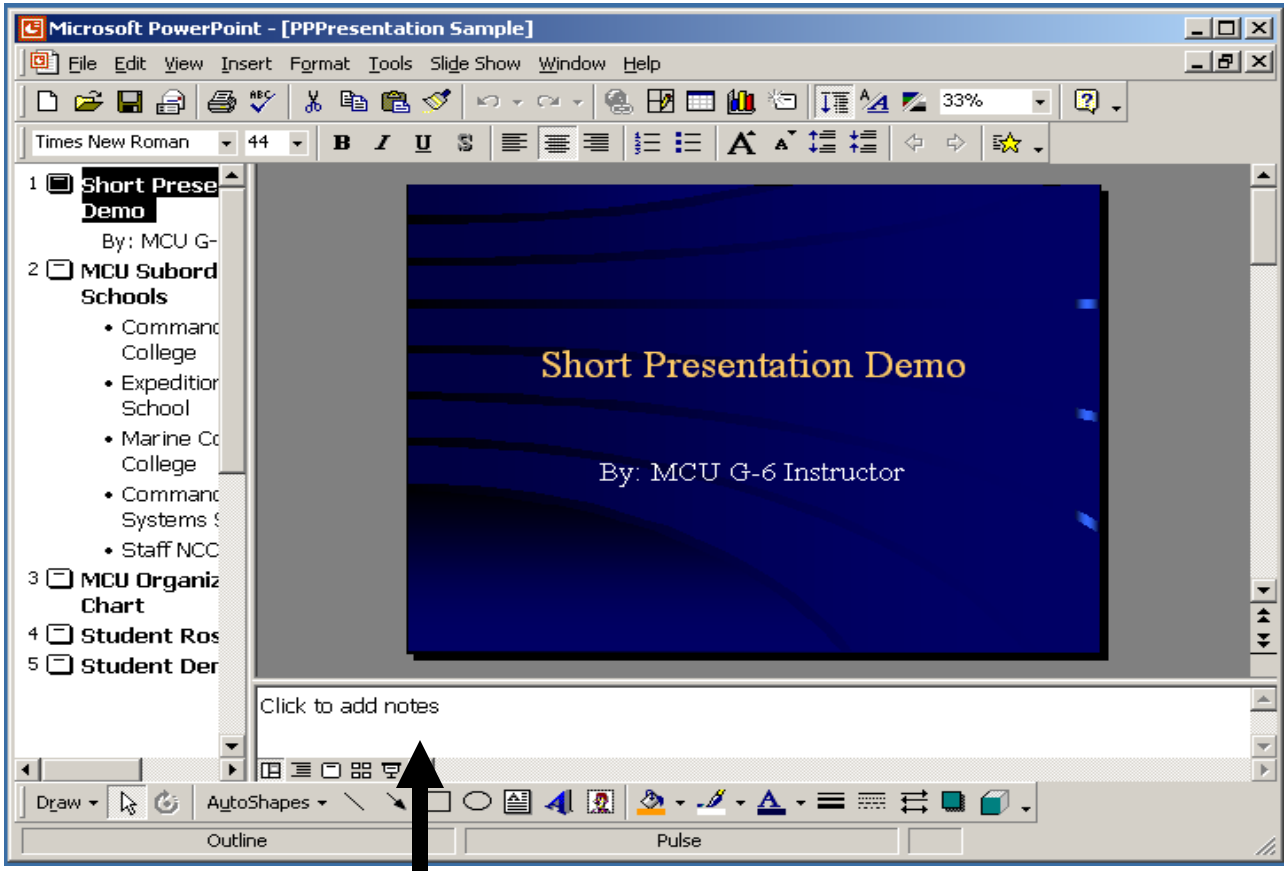
Other Items...

- Notes
- Printing
- Help

Working with Notes

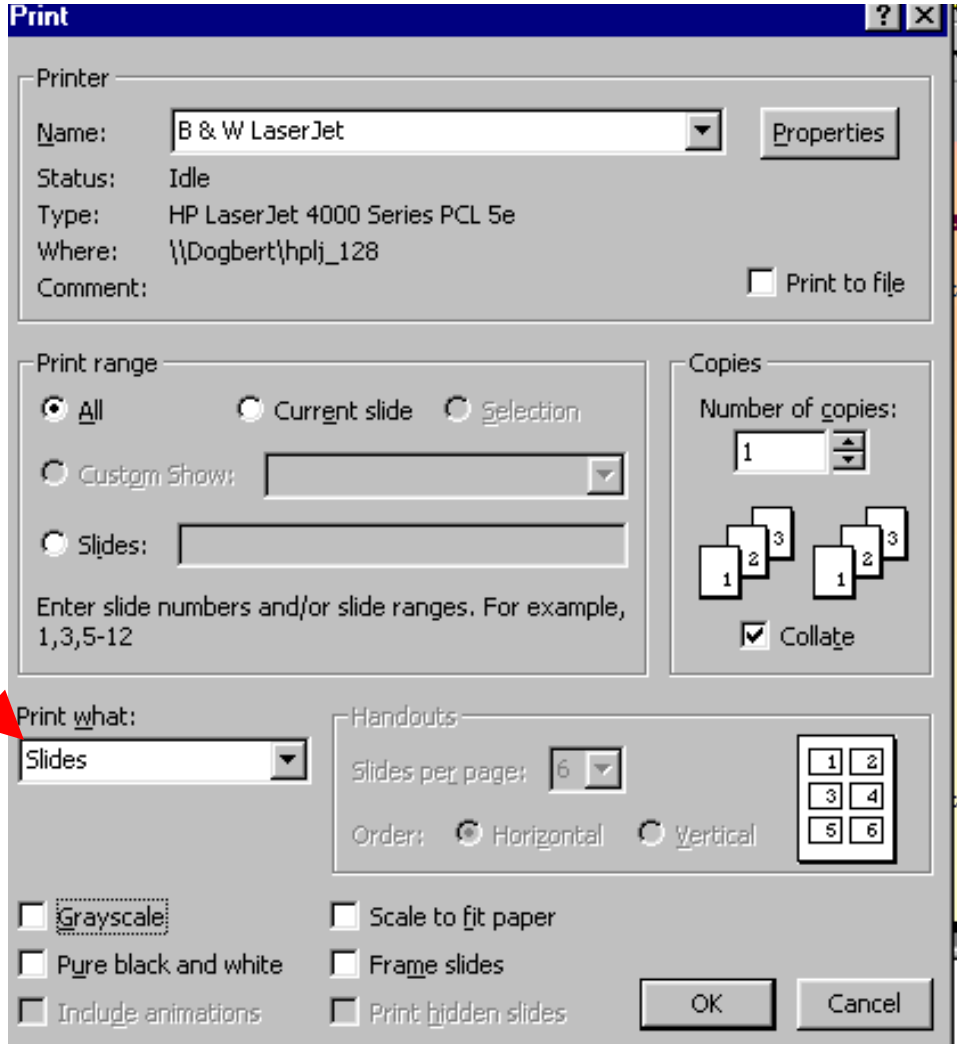
Notes may act as a reminder when you are making a presentation.

Simply click in notes section to input info.



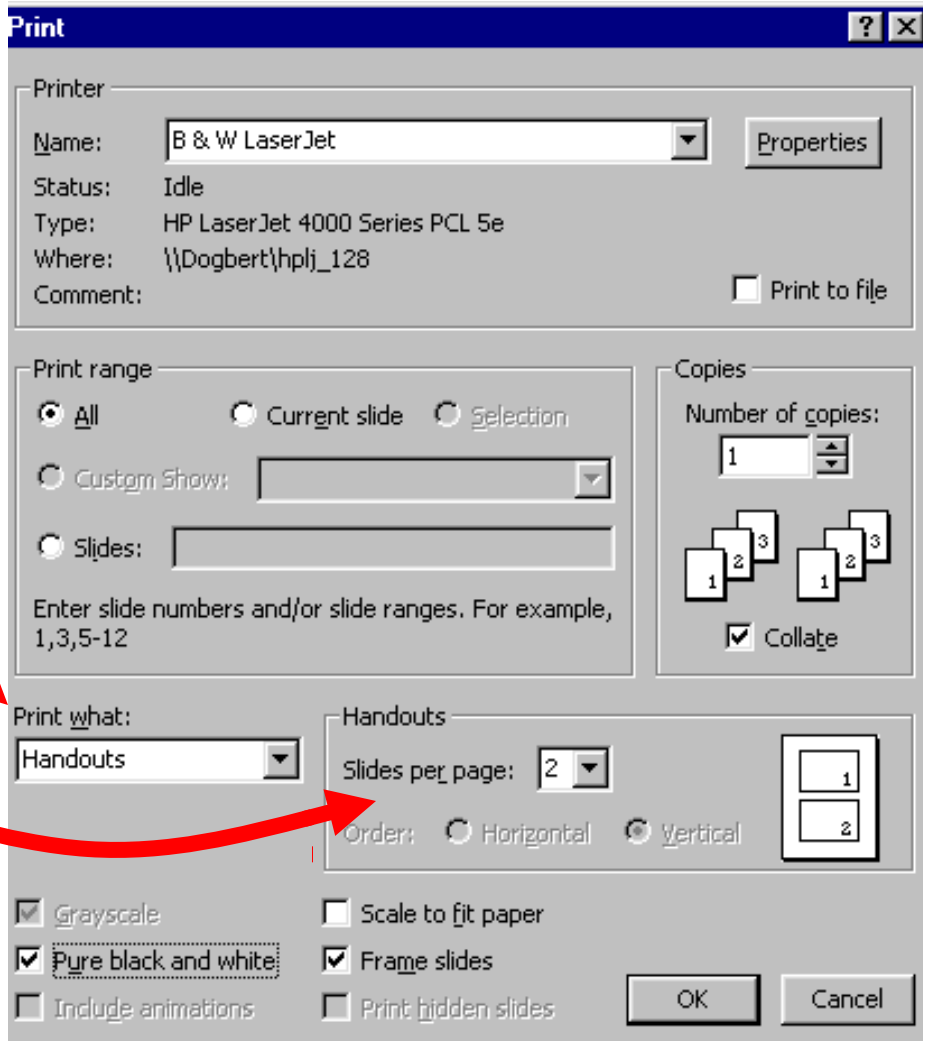
Printing Slides

1. File (Menu)
2. Print...
3. Select Print range
4. Choose “Slides” in Print what:
5. Number of copies
6. Choose color/option
7. “OK”



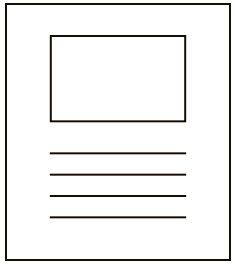
Printing Handouts

1. File (Menu)
2. Print…
3. Select Print range
4. Choose “Handouts” in Print what:
5. Number of copies
6. Choose number on Slides per page:
7. “OK”

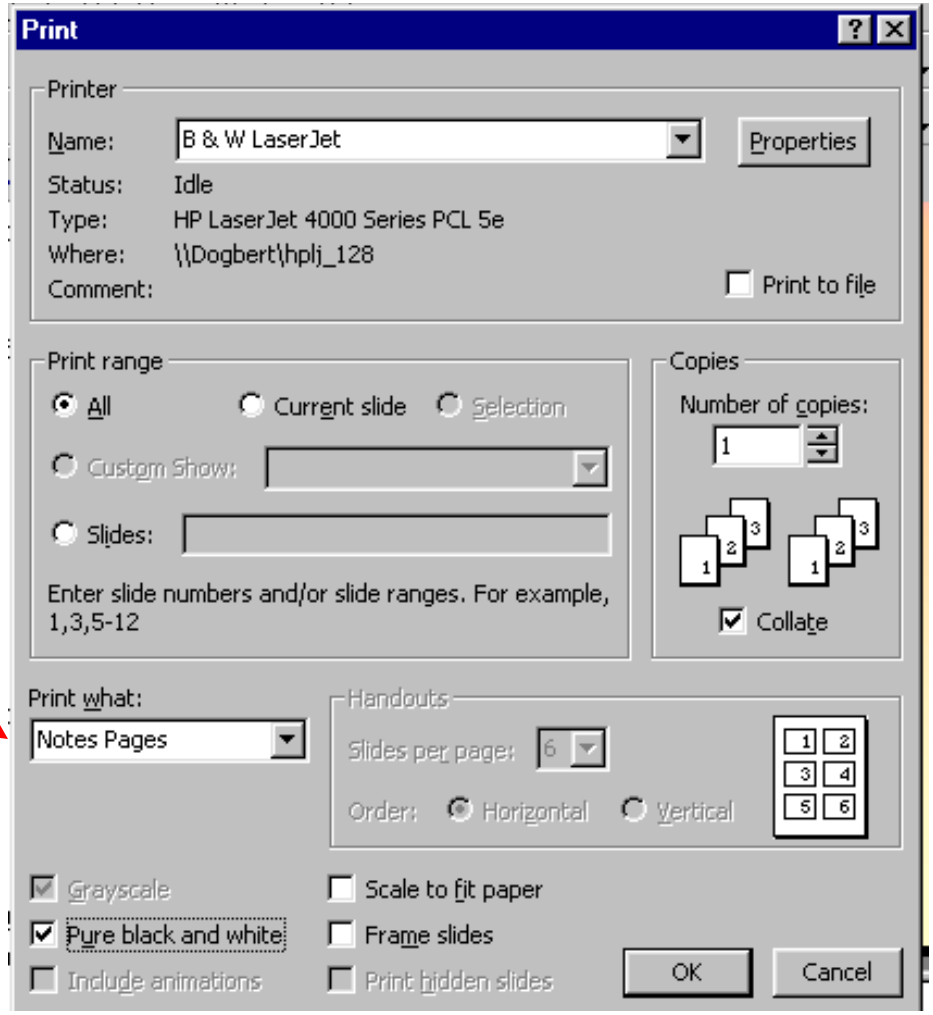


Printing Notes

1. File
2. Print
3. Select “Notes Pages” in Print What box.
4. Check ☑ Pure black and white
5. The note will look like this.



6. This is a helpful reminder for your speech.
7. “OK”

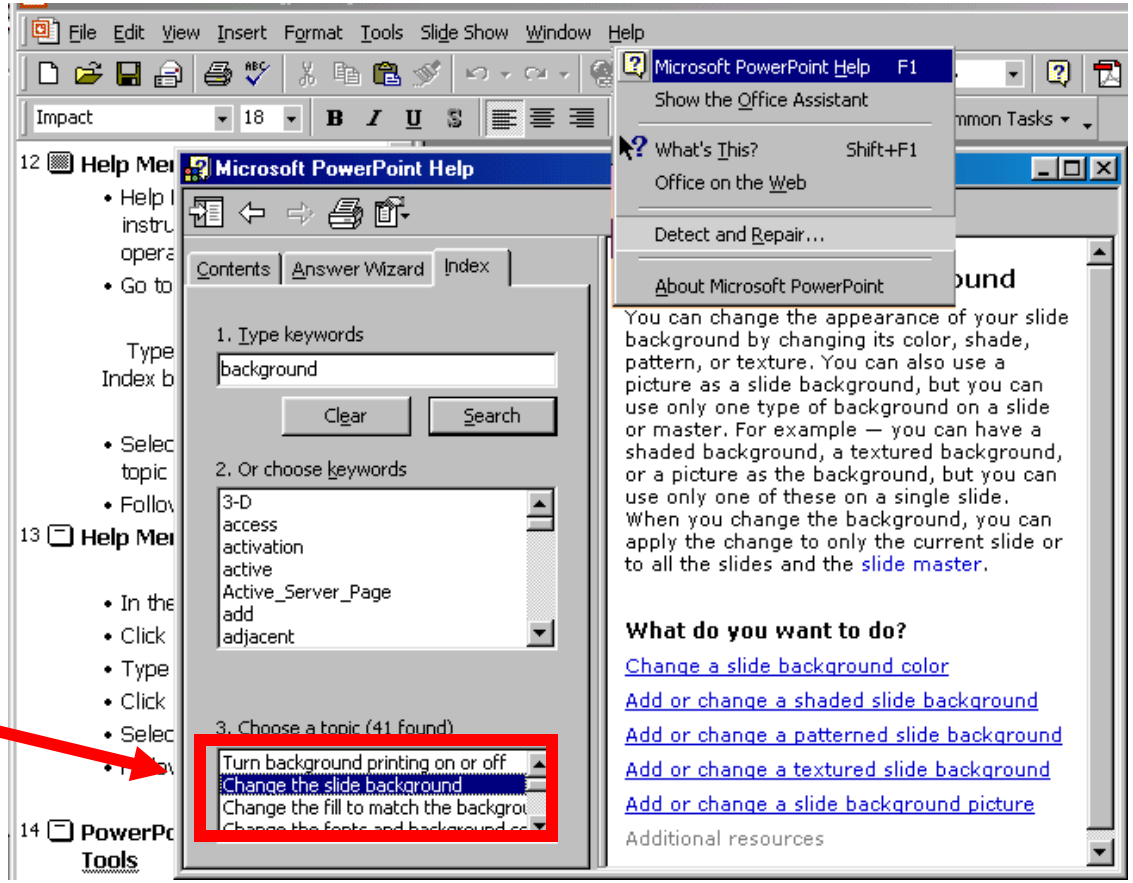


Help Menu-Index

- Help Menu provides instructions to perform an operation.
- Go to Help and select

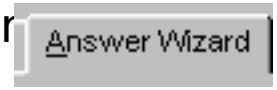
  Type “background” in I

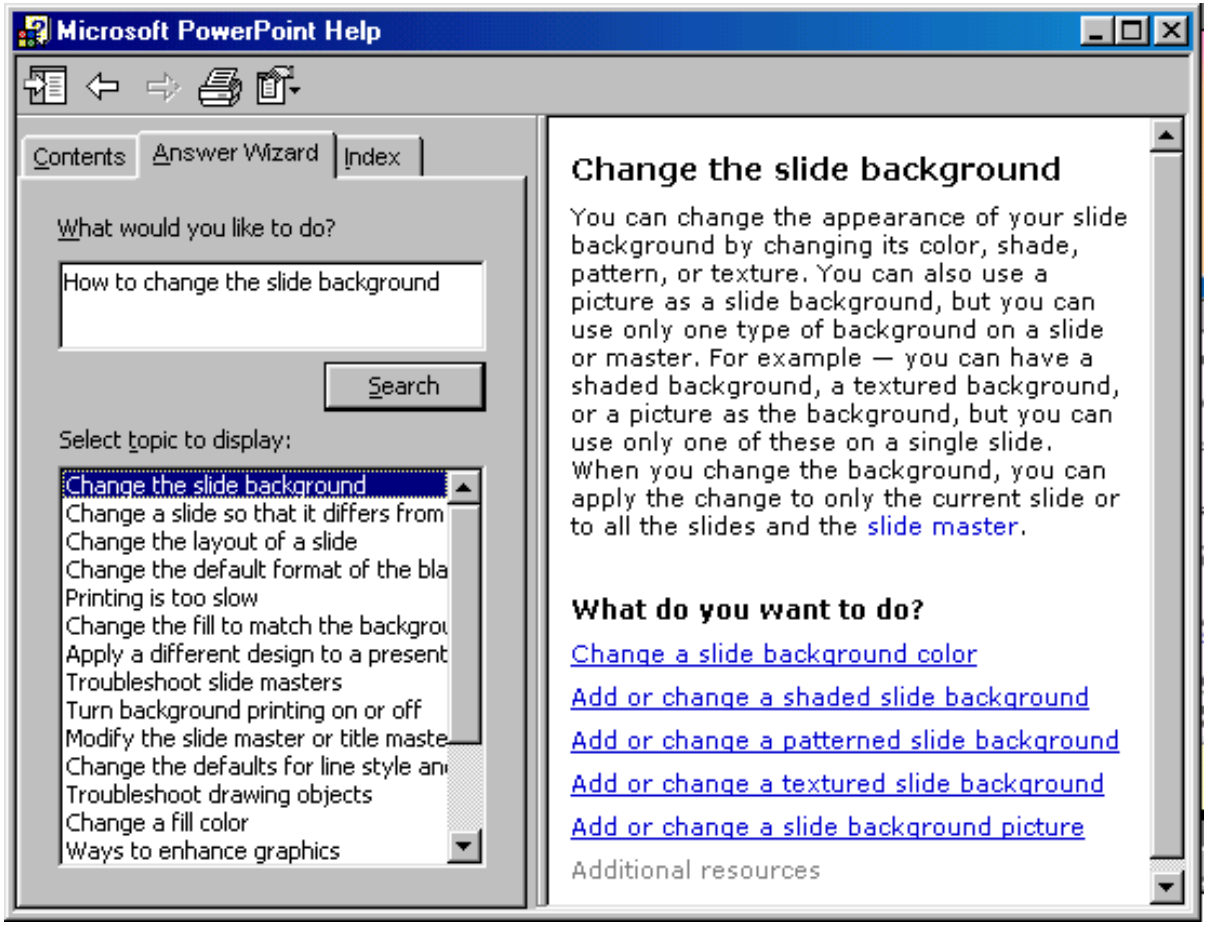
- Select the topic on the topic window.
- Follow instruction.


File Edit View Insert Format Tools Slide Show Window Help
Microsoft PowerPoint Help F1
Show the Office Assistant
What's This? Shift+F1
Office on the Web
Detect and Repair...
About Microsoft PowerPoint
Microsoft PowerPoint Help
Contents
Answer Wizard
Index
1. Type keywords
background
Clear
Search
2. Or choose keywords
3-D
access
activation
active
Active_Server_Page
add
adjacent
3. Choose a topic (41 found)
Turn background printing on or off
Change the slide background
Change the fill to match the backgrou
You can change the appearance of your slide background by changing its color, shade, pattern, or texture. You can also use a picture as a slide background, but you can use only one type of background on a slide or master. For example — you can have a shaded background, a textured background, or a picture as the background, but you can use only one of these on a single slide. When you change the background, you can apply the change to only the current slide or to all the slides and the slide master.
What do you want to do?
Change a slide background color
Add or change a shaded slide background
Add or change a patterned slide background
Add or change a textured slide background
Add or change a slide background picture
Additional resources
Tools

Help Menu-Answer Wizard

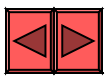
- In the Help window
- Click
- Type in the question
- Click
- Select the topic
- Follow the instruction




Microsoft PowerPoint Help
Contents
Answer Wizard
Index
What would you like to do?
How to change the slide background
Search
Select topic to display:
Change the slide background
Change a slide so that it differs from
Change the layout of a slide
Change the default format of the bla
Printing is too slow
Change the fill to match the backgrou
Apply a different design to a present
Troubleshoot slide masters
Turn background printing on or off
Modify the slide master or title maste
Change the defaults for line style an
Troubleshoot drawing objects
Change a fill color
Ways to enhance graphics
Change the slide background
You can change the appearance of your slide background by changing its color, shade, pattern, or texture. You can also use a picture as a slide background, but you can use only one type of background on a slide or master. For example — you can have a shaded background, a textured background, or a picture as the background, but you can use only one of these on a single slide. When you change the background, you can apply the change to only the current slide or to all the slides and the slide master.
What do you want to do?
Change a slide background color
Add or change a shaded slide background
Add or change a patterned slide background
Add or change a textured slide background
Add or change a slide background picture
Additional resources

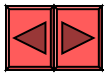
Conclusion…

- MS PowerPoint 2000
- Create a presentation using a design template
- Insert text, graphs, objects, etc.
- Add animation
- Add slides and transitions
- Use Help features.



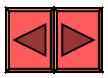
Next…

- **Intermediate PowerPoint**
  - Creating a presentation using AutoContent Wizard
  - Advance bullet (text) options and text ruler
  - Edit ClipArt
  - Create Tables, Graphs and Charts
  - Advance Drawing Tools
  - Slide Finder
  - Multimedia
  - Custom Shows
  - Color Schemes



Later…

- Advance PowerPoint
  - Starting from scratch (Blank Presentation)
  - Working with Masters (Slide, Title, Notes…)
  - Helpful features (advance editing)
  - Hyperlinks and Action Buttons
  - Linking and Embedding Files
  - PowerPoint Show and Pack & Go Options



Questions???